

TABLE OF CONTENTS

SECTION 1 Special Instructions

- 1-1. General
- 1-2. Accepted/Effective Date
- 1-3. Participant Notifications
- 1-4. Documentation Requirements
- 1-5. Participant Certification Statement
- 1-6. Contact

SECTION 2 Request for Offers

- 2-1. Application of HTOS
- 2-2. Federal Agency Authorized To Use
- 2-3. Brokers & Contracts
- 2-4. Definitions
- 2-5. Filing Possibilities
- 2-6. Special Provisions Affecting Rates or Charges
- 2-7. Claim Settlement Penalty
- 2-8. Exception Status
- 2-9. Extension of Offer by the Government
- 2-10. Rights - Reserved
- 2-11. Termination
- 2-12. Termination for Convenience of the Government
- 2-13. Item 21, Optional Form 280

SECTION 3 Evaluation and Acceptance

- 3-1. Evaluation
- 3-2. Acceptance
- 3-3. Cost Comparison Listing

SECTION 4 Filing Codes and Abbreviations

- 4-1. Agency Specific Codes
- 4-2. Domestic Service Areas
- 4-3. International Service Areas
- 4-4. Taxpayer Identification Number (TIN)

SECTION 5 Format Requirements

- 5-1. Format Requirements
- 5-2. Header Records
- 5-3. Rate Record

SECTION 6 Electronic Submission

- 6-1. Rate Tender Transmission

SECTION 7 Traffic Volume

- 7-1. Historical Traffic Volume

SECTION 8 Required International Agents - US Department of State Only

Attachment 1 to the Performance Bond